

Appendix A – Smart Form Usage Guide

The following pages contain guides to selecting Smart Forms and adding content.

Appendix A – Section 1 – Some Smart Forms Available

Staff List Smart Form

Smart Form: Staff List

The STAFF LIST smart form provides a uniform way to display your top most staff or sales team. Staff can be organized by location or category. Images are also an option but not required. The Organization title allows you to link to the organization if chosen and again is an option.

Page Title (optional):

Page Copy (optional, general copy located above links area):

Style (choose layout type):

☐ Style 1 ☐ Style 2 ☐ Style 3

Section

Title:

Description:

Staff

Name:

Title:

Biography:

Organization:


Organization URL: 

Photo: 

section

Page Style:

Style 1 – In a column format / orange theme. All fields are displayed.

Style 2 – In a column format / blue theme. All fields are displayed.

Style 3 – Currently no template has been defined for style 3.

Page Style 1

1 Staff List

2 List of Members

3 Carson City Office

4 The Carson City Office Staff



Jeff Mohlenkamp

Director

Department of Administration

Turpis elit lorem, quis nunc magnis tristique dis! Magnis dapibus elit integer ridiculus et sagittis nec mauns et, platea dolor et, tincidunt mattis tristique? Uma ut odio! Quis, scelerisque! Scelerisque pulvinar tortor turpis. A massa, a? in ut ac vel sed amet amet, amet, mauris risus, ac eu, turpis augue non cras adipiscing tortor in? Pellentesque, et, porttitor proin mid. Aliquam rhoncus sit? Lacus pellentesque integer cras sed, odio odio phasellus mauns etiam aliquam amet habitasse in parturient, integer phasellus! A. Eros augue mattis, nisi tincidunt nunc turpis amet enim. Eu dapibus? Ut aliquam turpis in, placerat amet eros augue.



David Gustafson

Director

Information Technology

Turpis elit lorem, quis nunc magnis tristique dis! Magnis dapibus elit integer ridiculus et sagittis nec mauns et, platea dolor et, tincidunt mattis tristique? Uma ut odio! Quis, scelerisque! Scelerisque pulvinar tortor turpis. A massa, a? in ut ac vel sed amet amet, amet, mauris risus, ac eu, turpis augue non cras adipiscing tortor in? Pellentesque, et, porttitor proin mid. Aliquam rhoncus sit? Lacus pellentesque integer cras sed, odio odio phasellus mauns etiam aliquam amet habitasse in parturient, integer phasellus! A. Eros augue mattis, nisi tincidunt nunc turpis amet enim. Eu dapibus? Ut aliquam turpis in, placerat amet eros augue.



Teresa Thienhaus

Director

Human Resources

Turpis elit lorem, quis nunc magnis tristique dis! Magnis dapibus elit integer ridiculus et sagittis nec mauns et, platea dolor et, tincidunt mattis tristique? Uma ut odio! Quis, scelerisque! Scelerisque pulvinar tortor turpis. A massa, a? in ut ac vel sed amet amet, amet, mauris risus, ac eu, turpis augue non cras adipiscing tortor in? Pellentesque, et, porttitor proin mid. Aliquam rhoncus sit? Lacus pellentesque integer cras sed, odio odio phasellus mauns etiam aliquam amet habitasse in parturient, integer phasellus! A. Eros augue mattis, nisi tincidunt nunc turpis amet enim. Eu dapibus? Ut aliquam turpis in, placerat amet eros augue.

Documents Smart Form

Smart Form: Documents

The DOCUMENTS smart form provides a uniform way to display your documents by category along with hosting multiple document types.

Page Title (optional):

Page Copy (optional, general copy located above links area):

Style (choose layout type):

☐ Style 1 ☐ Style 2

Documents

Category Title:

Category Description:

Document

Document Title:

Document Date:

Document Description:

File

Type:
☐ File ☐ Online Form ☐ Fill able Form

File:

file_item

document_item

documents_item

Page Style:

Style 1 – In a column format / orange theme. All fields are displayed.

Style 2 – Currently no template has been defined for style 2.

Style 3 – Currently no template has been defined for style 3.

Page Style 1

Documents

List of Documents page

General Documents

Here are some general documents

Document 1
This is Document 1 Description pdf | docx

Document 2
Second Set of Documents docx

Other Documents

Here are some other documents

Document 3
Just another document pdf | pdf

Document 4
Last of the documents docx

Glossary Smart Form

Smart Form: Glossary

The GLOSSARY smart form provides a uniform way to display your terms and definitions for your organization.

Page Title (optional):

Page Copy (optional, general copy located above links area):

Style (choose layout type):

☐ Style 1 ☐ Style 2

Glossary Item	
Term:	<input type="text"/>
Definition:	<input type="text"/>

 glossary_item

Page Style:

Style 1 – Terms are on top line will the definition is indented below.

Style 2 – Terms are embedded in the text in bold.

Style 3 – Currently no template has been defined for style 3.

Page Style 1

1 Smart Form: Glossary - Style 1

2 The following items are definitions for the IT Section.

3 **Communication Systems**

4 Provides primary public safety communication infrastructure support for State agencies, federal and local public safety entities operating in Nevada. Also provides communication transport services, microwave communication channels, mountaintop communication site space and engineering.

Computer Operations

Provides computer-processing services (24 x 7 x 365) using various computing platforms, including mainframe and server farm. Also provides hosting of server hardware for agencies.

Contract Administration

Responsible for developing and issuing Requests for Proposals that include information technology components, contract review and monitoring, and coordination and monitoring of State agency requests for IT consultants through the DoIT Master Service Agreements.

Data Networking (SilverNet)

DoIT's statewide data network providing high-speed/broadband network connectivity services for State agencies, local and county governments. Secure services include high-speed internet access, dialup and Virtual Private Network connectivity.

Page Style 2

Smart Form: Glossary - Style 2

Communication Systems: Provides primary public safety communication infrastructure support for State agencies, federal and local public safety entities operating in Nevada. Also provides communication transport services, microwave communication channels, mountaintop communication site space and engineering.

Computer Operations: Provides computer-processing services (24 x 7 x 365) using various computing platforms, including mainframe and server farm. Also provides hosting of server hardware for agencies.

Contract Administration: Responsible for developing and issuing Requests for Proposals that include information technology components, contract review and monitoring, and coordination and monitoring of State agency requests for IT consultants through the DoIT Master Service Agreements.

Data Networking (SilverNet): DoIT's statewide data network providing high-speed/broadband network connectivity services for State agencies, local and county governments. Secure services include high-speed internet access, dialup and Virtual Private Network connectivity.

Links Smart Form

Smart Form: Links

The LINKS smart form provides several layout options for displaying a list of links on a page. The LINKS smart for also allows for categorizing the Links for an easier display just like the example displayed on the right.

Page Title (optional):

Page Copy (optional, general copy located above links area):

Style (choose layout type):

☐ Style 1 ☐ Style 2 ☐ Style 3 ☐ Style 4 ☐ Style 5

Category

Link Category (Optional):

Category Description:

Link

Link Title:

Link URL:



Link Description (optional):

link_item

link_category

Page Style:

Style 1 – Displays all fields with no bullet icon for each item.

Style 2 – Displays all fields and adds a graphic bullet to each link item

Style 3 – Displays Cat in a bar style along with Description and Titles

Style 4 – Currently not defined

Style 5 – Displays only the Cat Title and Link Title.

Links Style 1 Displayed

1 Smart Form: Links - Style 1

2 A sample of the Links Smart Form

3 State Links

4 List of State Links

5 State of Nevada

http://nv.gov

6 State of Nevada Home page

Governor's Office

http://gov.nv.gov

Official Governor's website

First Lady

http://firstlady.nv.gov

Official First Lady website

City Websites

List of City Related Websites

City of Reno

http://reno.gov

City of Reno's Website

City of Las Vegas

http://lasvegasnevada.gov

City of Las Vegas's Website

Links Style 2

State Links

List of State Links

State of Nevada

http://nv.gov

State of Nevada Home page

Governor's Office

http://gov.nv.gov

Official Governor's website

First Lady

http://firstlady.nv.gov

Official First Lady website

Links Style 3

State Links

List of State Links

State of Nevada

State of Nevada Home page

Governor's Office

Official Governor's website

First Lady

Official First Lady website

Links Style 5

State Links

State of Nevada

Governor's Office

First Lady

City Websites

City of Reno

City of Las Vegas

Meeting Information Smart Form

Smart Form: Meetings

Page Title (optional):

Page Copy (optional, general copy located above links area):

Page Style: Home Style: Display Title Doc Home URL:

Style 1 ▼

Style 1 ▼

4

9

Meeting

Meeting Status: Active ▼

Date: Time: (HHMM AM/PM) Description: Notes:

5

5

6

Location

Type: Address: Room: City Link

Location ▼

7

7

7

location_item

Document

Document Type: 8 Document Title: File Type

☐ Agenda ☐ Minutes ☐ Attachments

8

8

PDF ▼

document_item

meeting_item

Page Style:

Style 1 – In Table format / orange theme. Only field not displayed is Description.

Style 2 – In Table format / blue theme. Only field not displayed is Description.

Style 3 – In column format / gray theme. Only field not displayed is Description.

Home Style:

Style 1 – In orange theme with date and time displayed.

Page Style 1

1 Smart Form: Meetings and Agendas

2 This is an example of the Meetings and Agendas Smart Form.

Date	Location	Agenda	Minutes	Attachments
11/10/2011 08:00 AM	Guinn Room - 101 N Carson Street - Carson City Room 4300 - 555 E. Washington Street - Las Vegas	1 2		
11/01/2011 08:00 AM	2nd Floor - 401 N Carson Street - Carson City	1	8	1

Page Style 2

Date	Location	Agenda	Minutes	Attachments
11/10/2011 08:00 AM	Guinn Room - 101 N Carson Street - Carson City Room 4300 - 555 E. Washington Street - Las Vegas	1 2		
11/01/2011 08:00 AM	2nd Floor - 401 N Carson Street - Carson City	1		1

Page Style 3

11/10/2011 08:00 AM	Meeting of the Directors 6 Guinn Room - 101 N Carson Street - Carson City Room 4300 - 555 E. Washington Street - Las Vegas Agenda: 1 2 Minutes: Attachments:
11/01/2011 08:00 AM	Board of Directors 2nd Floor - 401 N Carson Street - Carson City Agenda: 1 Minutes: Attachments: 1

Home Style 1 (only displays on home page)

Next P16 Meeting 4

January 11, 2012@ 09:00 AM 9

Page Smart Form

Smart Form: Page

The PAGE smart form provides an easy way to display body of text. This is the simplest form and allows for choosing two header styles and adding photos to each paragraph on the left. The smart form currently provides for two page styles. Style 1 is a one column while Style 2 is a two column layout.

Page Title (optional):

Style (choose layout type):

☐ Style 1 ☐ Style 2

Paragraph

Header (Optional):

Header Style:

☐ <h2> ☐ <h3>

Paragraph:

Image:



+ page_item

Page Style:

Style 1 – Displays only one column

Style 2 – Displays two columns

Paragraph Header:

<h2> – Displays in a bold font and has a line under the text.

<h3> – Displays in a smaller size and color with no line.

Page Style 1 Displayed

1 Smart Form: Page

2 First Header Style (h2)

3 Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a elit, odio! Enim pulvinar eros scelerisque turpis lundum. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al! Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

2 Second Header Style (h3)

4



Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a elit, odio! Enim pulvinar eros scelerisque turpis lundum. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al! Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

Page Style 2 Displayed

Smart Form: Page

Sample Page Content

This is an example of content for the page content.

First Header Style (h2)

Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a elit, odio! Enim pulvinar eros scelerisque turpis lundum. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al! Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

Second Header Style (h3)

Pulvinar est, tortor cras arcu scelerisque amet, et turpis, facilisis turpis, platea a sed auctor, porttitor sit, augue eu. Magnis et risus pulvinar tincidunt nisi placerat nisi adipiscing ac porttitor ultrices, natoque elementum est, massa. A enim, amet porttitor? Pellentesque a elit, odio! Enim pulvinar eros scelerisque turpis lundum. Elementum nisi magnis cum nascetur dis! Uma adipiscing sit. Auctor pid. Sagittis. Turpis mattis nisi ut mid diam, ac pid elementum dignissim penatibus? Nisi, penatibus al! Turpis dapibus enim hac, tincidunt auctor. Nascetur aliquet turpis vut, penatibus tempor augue tincidunt aliquet ac ridiculus rhoncus. Aliquam nunc, dictumst ridiculus. Pulvinar integer.

On the left side of the page, there is a sidebar containing a list of links. The links are: State Links, Governor's Office, City Websites, City of Las Vegas, and City of Las Vegas. The links are displayed in a list format with a small icon next to each link.

Page 1 Style with multiple paragraphs

Page Layouts - Smart Forms

The first column of the page provides content for the first column. The second column of the page provides content for the second column. The third column of the page provides content for the third column. The fourth column of the page provides content for the fourth column. The fifth column of the page provides content for the fifth column. The sixth column of the page provides content for the sixth column. The seventh column of the page provides content for the seventh column. The eighth column of the page provides content for the eighth column. The ninth column of the page provides content for the ninth column. The tenth column of the page provides content for the tenth column.

Page

The page smart form provides content for the first column. The second column of the page provides content for the second column. The third column of the page provides content for the third column. The fourth column of the page provides content for the fourth column. The fifth column of the page provides content for the fifth column. The sixth column of the page provides content for the sixth column. The seventh column of the page provides content for the seventh column. The eighth column of the page provides content for the eighth column. The ninth column of the page provides content for the ninth column. The tenth column of the page provides content for the tenth column.

Links

The links smart form is used to display a list of related links. The links are displayed in a list format with a small icon next to each link.

Meetings and Agendas

Meetings and Agendas smart form provides for three unique styles to display meetings and agendas along with the date and time of each meeting. Content contributors can associate the list view and come back at any time before or after the meetings to post agendas, insert and add any other content related to the meetings.

Press Releases

The press releases section is a combination of using the template and the smart form. The list of press releases has one step with the press releases that comes in the view options. The press releases allow for content contributors to attach images, documents and links to the press releases.

Press Release Smart Form

Smart Form: Press Release

The PRESS RELEASE smart form provides a uniform way to display your press releases along with attachments related to the press release.

Press Title:

Press Sub Title:

Press Release Date:

Location (e.g. Carson City, NV):

Press Release Type: ☒

☐ Press Release ☐ Media Advisory ☐ Appointment Announcement

Style (choose layout type):

☐ Style 1 ☐ Style 2 ☐ Style 3

☒ Paragraphs

Paragraph Header:

Paragraph:

paragraph_item

☒ Attachments

☒ Images

Title:

☒ Documents / Links

Title:

documents

Page Style:

Style 1 – Terms are on top line will the definition is indented below.

Style 2 – Currently no template has been defined for style 2.

Style 3 – Currently no template has been defined for style 3.

Page Style 1

☒ Press Release

1 Governor Declares October Nevada History Month

2 Whole Month Declared

4 Carson City, NV - September 30, 2011 **3**

7 Governor Brian Sandoval signed a proclamation this afternoon declaring October Nevada History Month. Sandoval selected the month of October as history month because Nevada became a state on October 31, 1864.

"Nevada is a state with a rich history, borne of different Nevadans experiences," Governor Sandoval said. "Visiting a museum, a park, or reading a history book during this month can help Nevadans better understand their own families' Nevada history. History helps us understand all that we are today."

6 Proclamation Signed

Governor Brian Sandoval signed a proclamation this afternoon declaring October Nevada History Month. Sandoval selected the month of October as history month because Nevada became a state on October 31, 1864. During history month, Sandoval will be tweeting historic trivia every day from his twitter account @GovSandoval using the #nvhistmo hashtag.

Attachments

8 Image 1



9 Document 1

Document 2

Link 1

Service Catalog Smart Form

Smart Form: Service Catalog

Page Title:

Page Paragraph:

Category

Title:

Item

Title:

Rate:

Amount:

URL: 

Description:

Budget Coding:

Rate Table

Title:

Tier:

Start:

End:

Term:

Rate:

Enterprise IT Services Catalog

[IT Labor](#) | [Computing Services](#) | [Server/Non-Server Hosting](#) | [Silvemet WAN](#) | [Telecommunications](#) | [Network Transport](#) | [Security](#) | [Assessments](#)

IT Labor

Programmer / Developer

Per Hour | \$79.39

EITS provides a variety of software programming services including maintenance of existing computer software applications; maintenance and development of WEB software applications; development of new software information systems, software testing and product support; and technical documentation of software. Programming service is a *per hour charge* and is billed monthly as incurred.

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561

Database Administrator

Per Hour | \$89.14

EITS performs a variety of database and technical information management services including administration and tuning of database management programs and systems, database support for new computer applications and designs, specialized data file management and support for database planning. DBA service is a *per hour charge* and is billed monthly as incurred.

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561

Computing Services

Batch

Per CPU Minute | \$25.56

Batch is a mainframe CPU (Central Processing Unit) *per minute charge*, for accumulated minutes, for any job in a JCL (Job Control Language) format and run under the z/OS operating system. Batch is billed monthly as incurred.

Budget: 1385 | Exp_GL: 7520 | Rev_GL: 3809 | Org Code 8521

CICS

Per CPU Minute | \$7.56

CICS (Customer Information Control System) is a mainframe transaction processing system used primarily by end-users. It provides a standard interface for application programs to communicate with workstations, files and databases. CICS is a CPU *per minute charge*, for accumulated minutes, for any processing done under CICS control. CICS is billed monthly as incurred.

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561

DB2

Per CPU Minute | \$108.75

DB2 is a mainframe relational DBMS (Database Management System) that provides data storage, retrieval, and integrity functions required by batch or CICS programs. DB2 is a CPU *per minute charge*, for accumulated minutes, for any database processing performed. DB2 is billed monthly as incurred.

Budget: 1365 | Exp_GL: 7510 | Rev_GL: 3816 | Org Code 6561